

## **JAIL SUPERVISOR**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible supervisory position in the jail facility, the primary duties of which are assisting in the management of the jail operations and the supervision of subordinates assigned to the jail. The employee of this class assist with maintaining the safety and security within the jail facility, ensuring that all departmental procedures are followed, and reviewing all records and reports related to jail activity. The Jail Supervisor is responsible for supervising the booking and processing of inmates, preparing and approving the transportation of inmates, and providing for the needs of inmates. The incumbent of this class performs duties under the general supervision of and has work reviewed by the Police Major over Jail Operations.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists in the management of the operation of the jail facility. Prepares for shift by reviewing records of previous shift activities. Supervises subordinates by assigning duty areas and work schedules and approving leave. Evaluates the work performance of subordinate employees and counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Assists in investigating complaints against division personnel and maintaining discipline among subordinate employees by recommending disciplinary action. Provides on-the-job training for new jail employees, and provides technical assistance to all subordinates when needed. Keeps abreast and informs subordinates of changes in regulations, laws, technical developments, new departmental policies, or related matters.

Provides for the preparation and maintenance of jail records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such. Maintains records and reports on jail activity such as records on bookings, bonds, arraignment sheets, court docket, and court appearances of inmates. Writes reports on contraband seized, unusual incidents or disturbances in the jail, medical attention to inmates, and other reports required by the city. Answers inquiries about the operation of the jail or other related areas of law enforcement operations. Handles complaints from the public.

Ensures that all booking procedures for inmates are accomplished in accordance with department policies and procedures, including

searching inmates, securing personal property, taking photographs and fingerprints, completing arrest records, allowing inmates to make telephone calls, and securing inmates in a cell. Provides for inmates' needs, including meals, clothing, and medical attention. Hears inmate grievances and counsels inmates. Coordinates the movement of inmates to other locations, such as transporting inmates to court, other correctional facilities, or medical facilities.

Tours the jail facility to insure that are inmates are present and searches inmates and jail cells, inspects all packages and mail to inmates, and screens visitors to discover and confiscate contraband items. Makes periodic inspections of the jail facility and equipment in order to maintain safety precautions. Prevents or controls disruptive behavior, and disciplines inmates for violations or infractions of jail rules. Uses weapons and restraining devices as may be required in order to maintain security.

Performs related duties as assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Jailer for at least four (4) years immediately preceding closing date for application to the board.